

PARKING GARAGE SUPERVISOR

PURPOSE AND NATURE OF WORK

This is responsible supervisory work in the operation and maintenance of the City's parking garage. Work involves supervising the operation of the cashier booth, maintaining proper controls over cash flow, promoting contract parking by downtown businesses, and performing minor maintenance in the daily upkeep of the facility. Responsibilities also include supervision over the regular maintenance and collection of on-street parking meter. The incumbent may be required to work shifts or be on 24 hour call.

General supervision is exercised over Parking Garage Attendants. The incumbent receives direction from the Parking Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Trains, assigns, schedules and participates in the work of parking garage attendants. Prepares daily cash summaries; reconciles cash receipts with returned parking tickets; makes bank deposits. Handles complaints from patrons. Inspects facilities for cleanliness and proper operation of equipment; make minor repairs; performs minor janitorial duties; and contacts the proper source for more complex maintenance. Issues parking cards. Prepares necessary reports, budget recommendation, and requisitions for personnel and supplies. Investigates damages and theft of the garage facilities and/or patrons vehicles; reports findings to the proper authorities. May work in the cashier booth when necessary.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of bookkeeping principles.
Knowledge of the operation of public parking facilities including safety requirements and security of cash receipts.
Ability to organize, assign, and supervise the work of cashiers.
Ability to express ideas clearly and concisely, orally and in writing.
Ability to prepare and maintain necessary records and reports.
Ability to communicate effectively with subordinates, supervisors, and the general public.
Ability to perform minor maintenance and janitorial tasks.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by course work in bookkeeping, experience in a bookkeeping capacity involving considerable public contract, and some related supervisory experience; or any equivalent combination of training and experience.